

Tips for Taking Classroom Tests

Organizing and Preparing Test Materials

- Ask the teacher to be as specific as possible about what will be on the test.
- Ask how the material will be tested (true/false, multiple choice, essay).
- Review your class notes and recopy these sections that are most important.
- Get any notes or materials you may have missed from the teacher or another student.
- Set up specific times to study for tests; don't let other activities interfere.
- Look over quizzes and exams you took earlier in that class.
- Prepare an outline of the material you must know; make up a detailed study sheet for each part of the outline.
- Attempt to predict test questions and write practice answers for them.
- Make a list of questions to ask the teacher or another student.

Reviewing and Remembering Test Material

- Begin reviewing early. Don't wait until the night before the test.
- Whenever possible, relate the test material to your personal life or to other subject you know.
- Look for pattern of organization in the material you study (cause/effect, comparison, chronological, etc.).
- Use maps, lists, diagrams, acronyms, rhymes, or any other special memory aids.
- Use flash cards or note cards to review material whenever you have time.
- Recite material out loud (whenever possible) as you review.
- Study with others only after you have studied well by yourself.
- Test your knowledge of a subject by teaching or explaining it to someone else.
- Review especially difficult material just before going to bed the night before the exam or just before the test, if possible.

Taking an Objective Test

- Even though objective tests are pretty straightforward and clear, here are guidelines that can help you avoid some common pitfalls.

True/False Test

- Read the entire question before answering. Often the first half of a statement will be true or false, while the second half is just the opposite. For an answer to be true, the entire statement must be true.
- Read each word and number. Pay special attention to names, dates, and numbers that are similar and could easily be confused.
- Be aware of true/false statements that contain words like *all*, *every*, *always*, *never*. Very often these statements will be false.
- Watch for statements that contain more than one negative word. Remember: Two negatives make a positive. (Example: It is *unlikely* ice will *not* melt when the temperature rises above 32 degrees F.).

Matching Test

- Read through both lists quickly before you begin answering. Take note of any items that are similar, and pay special attention to the differences, so you don't mix them up.
- When matching word to word, determine the part of speech of each word. If the word is a verb for example match it with another verb.
- When matching a word to a phrase, read the phrase first and look for the word it describes.

- Cross out each answer as you find it – unless you are told that the answer can be used more than once.
- Use capital letters rather than lowercase letters since they are less likely to be misread by the person correcting the test.

Multiple-Choice Test

- Read the directions to determine whether you are looking for the correct answer or the best answer. Also check to see if a question can have more than one correct answer.
- Read the first part of the question, looking for negative words like *not*, *never*, *except*, *unless*.
- Try to answer the question in your mind before looking at the choices.
Read all the choices before selecting your answer. This is especially important on a test in which you must select the *best* answer.

(Susan Miller 1.07)